

# U.S. MISSION, PAKISTAN - CONSULATE GENERAL KARACHI

## VACANCY ANNOUNCEMENT NUMBER: 12-129

**OPEN TO:** All Interested Candidates  
**POSITION:** **Program Assistant**, FSN-7, FP-7\*  
**POSITION NO:** NAS-88  
**WORK HOURS:** Full-time; 40 hours/week  
\*Not-Ordinarily Resident: US\$39,994 p.a. (Starting salary)  
(Position Grade: FP-7 to be confirmed by Washington)  
\*Ordinarily Resident: Rs.775,592 p.a. (Starting salary)  
(Position Grade: FSN-7)

**OPENING DATE:** August 3, 2012  
**CLOSING DATE:** August 16, 2012

**NOTE:** ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Consulate General in Karachi is seeking an individual for the position of Program Assistant in the Narcotics Affairs Section.

### **BASIC FUNCTION OF POSITION:**

The incumbent performs a variety of tasks of broad or specific scope and complexity relating to the implementation of the NAS Police Assistance Program in Sindh Province. Duties include creating/typing documents, emails, spreadsheets, tracking of commodities, and coordinating with senior police officials. The incumbent reports to a senior FSN or Senior Police Advisor in Islamabad.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office.

### **QUALIFICATIONS REQUIRED:**

*NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.*

1. **EDUCATION:** Completion of a university degree (16 years) in business administration is required.
2. **EXPERIENCE:** Four years of progressively responsible experience in administrative work, program preparation/planning is required.
3. **LANGUAGE:** Level IV (fluent) Speaking/Reading/Writing English & Urdu, and Level III (good working knowledge) Speaking/Reading/Writing of Sindhi is required. This may be tested.
4. **KNOWLEDGE:** Incumbent must have thorough knowledge of the present structure of provincial and federal institutions, agencies, and organizations involved in Law Enforcement.
5. **ABILITIES & SKILLS:** Incumbent must be able to develop and maintain effective contacts with local government officials. Must have an ability to set up and maintain the official files. Strong team skills are required to insure supervisory staff and stakeholders are updated despite geographic separation. Must be proficient in MS Office Suite with typing speed 30 WPM. This may be tested.

**SELECTION PROCESS:**

When equally qualified, U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

**ADDITIONAL SELECTION CRITERIA:**

1. Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Applicants for the position must meet the **required** qualifications as advertised in the vacancy announcement.
5. Current employees who have voluntarily reassigned/promoted from one position to another are not eligible to apply for **six months** from the effective date of the reassignment/promotion.
6. Current employees who have received any job-related training are not eligible to apply in another section/agency for **six months** from the effective date of the training.
7. Candidates need to indicate on the Application for Employment if any family member is working in the U.S. Mission, Pakistan and, if so, in which section.
8. U. S. Mission Pakistan will not bear any travel expenses for testing, interviews, pre-employments clearances (if selected) or relocating for joining.

**TO APPLY:**

Interested applicants must submit their completed [DS-174](#) (Application for Employment as LE Staff) by e-mail submission only at [PakJobs@state.gov](mailto:PakJobs@state.gov). The Vacancy Announcement Number (e.g. 12-129) must be mentioned in the subject line of the email.

Please include all documentation regarding academic, professional and job related experience certificates/letters with your application. Incomplete applications or submissions received after the closing date will not be considered. Only those candidates meeting all the requirements will be contacted for a test/interview. To review all advertised positions, please visit Embassy website [http://islamabad.usembassy.gov/employment\\_opportunities.html](http://islamabad.usembassy.gov/employment_opportunities.html).

**DEFINITIONS:**

1. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has the required work and/or residency permit for employment in country.
2. Not-Ordinarily Resident (NOR): Typically NORs are U.S. citizen EFM's (Eligible Family Members) and family members of United States Government personnel who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

**CLOSING DATE FOR THIS POSITION: August 16, 2012**

U. S. Mission, Pakistan is an equal opportunity employer. All applicants will receive consideration without regard to race, color, religion, gender, national origin, disability, age, sexual orientation, social status, or political ideologies/affiliation.